

Add Notes for Online Batch

Last Modified on 18/10/2021 12:26 pm ACDT

Additional Note for Online Batch

Any additional note can be added to the Batch Journal Note so entry appears under notes against the Online Batch.

This appears a red flag.

The screenshot shows the 'Online Batch' interface. At the top, there's a blue header with a play icon and the text 'Online Batch'. Below this, there are tabs for 'CURRENT' and 'ARCHIVE'. Under 'CURRENT', there are buttons for 'Create Batch Claims', 'Reconcile', and 'Fetch Processing Reports'. A breadcrumb trail reads: 'Dashboard / Locations / Westmead Clinic hospital clinic / Batch Claims / Westmead Clinic hospital clinic Batches'. The main section is titled 'Raised Batches' and includes a search bar. Below this is a table with columns: 'Medical Provider', 'Batch Number', 'Batch Date', 'Batch Type', 'Batch Price', and 'Notes'. There are two rows of data. The first row is for 'Dr Mary SMITH' with batch number '202110A0057', date '18/10/2021', type 'Medicare', and price '\$63.75'. The 'Notes' column for this row contains a red flag and the text 'Journal entry check for 6.76 Release Notes.'. The second row is for 'Dr Magus POLAN' with batch number '202109A0055', date '29/09/2021', type 'Medicare', and price '\$135.15'. Each row has 'Show' and 'Send' buttons next to it.

<input type="checkbox"/> Medical Provider	Batch Number	Batch Date	Batch Type	Batch Price	Notes
<input checked="" type="checkbox"/> Dr Mary SMITH	202110A0057	18/10/2021	Medicare	\$63.75	Journal entry check for 6.76 Release Notes.
<input type="checkbox"/> Dr Magus POLAN	202109A0055	29/09/2021	Medicare	\$135.15	

1. Click **Dashboard**
2. Click **Location** > Select the correct Location
3. Click **Online Batch Claims**
4. Locate the Raised Batch > click **Show**
5. Scroll down to **Journal Entries** > click **New**